



Google Drive user guide for data owners

Information security

File encryption

Google Drive files are encrypted in transit and at rest.

Virtru for Google Drive is available with a Commonwealth of Virginia (COV) Virtru license. Virtru can encrypt up to 250 MB or 10 files. For more information, [click here](#).

Data loss prevention (DLP)

Due to commonwealth security policies, the native Google DLP functionality or any other DLP provider such as CASB do not apply or are not available to the commonwealth. There is no DLP functionality for agency-to-agency sharing.

Sensitive data

Although Google deems Drive safe for storing sensitive data (HIPAA, PII, etc.), per VITA policy, **NO** sensitive data should be stored in Google Drive.

Google Drive does not currently have security controls implemented to enforce encryption key management controls required by commonwealth security standard SC-28: "The information system implements cryptographic mechanisms to prevent unauthorized disclosure and modification of organization-defined sensitive information stored on any cloud-based information system components. The cryptographic keying material must remain in the control of the commonwealth and cannot be transferred to the owner/operator of the cloud facility." VITA is investigating enhancements, controls and interfaces that will allow for expanded use of approved cloud platforms.

Legal

Records management and Drive

Drive is a new spot where you will store records (in the form of spreadsheets, documents, slideshows, etc.) that you create as part of your job. That means anything you store in Drive is subject to the retention schedules published by the Library of Virginia the same as if they were on a shared drive, in SharePoint, in your email client, or any other repository your agency may use. Besides documenting the work you do as an employee of the commonwealth, those records may be necessary to fulfill a Freedom of Information Act (FOIA) request, comply with an audit, or satisfy a subpoena/e-discovery during litigation.

Please consult with your agency's designated in-house records officer to learn how long you must keep your records and how to destroy or delete them legally.

FOIA/Audit (Records request/Legal hold)

Agencies need to be prepared to search their Drive data, including for records requests. To go beyond manual searches on individual Drives, agencies may subscribe to Google Vault (the same tool that allows central administrative preservation and searches of Gmail) and use Vault to search across Drive. Please note that VITA does not make central backups of G Suite data, so agencies must subscribe to Vault or take other measures to preserve and search for their data.

Document deletion

Users with Vault

When a document is deleted, it is moved to the owner's trash for 30 days. After 30 days, the document is removed from the Owner's Google Drive environment. However, the document is preserved in Google Vault and the preset retention policy is applied.

Users without Vault

When a document is deleted, it is moved to the owner's trash for 30 days. After 30 days, the document is removed from the Owner's Google Drive environment.

Google Drive reporting dashboard

Link: https://datastudio.google.com/u/0/reporting/191-sZ1_xue4G7DHtUflwu0ett3_WvNzp/page/ZBki

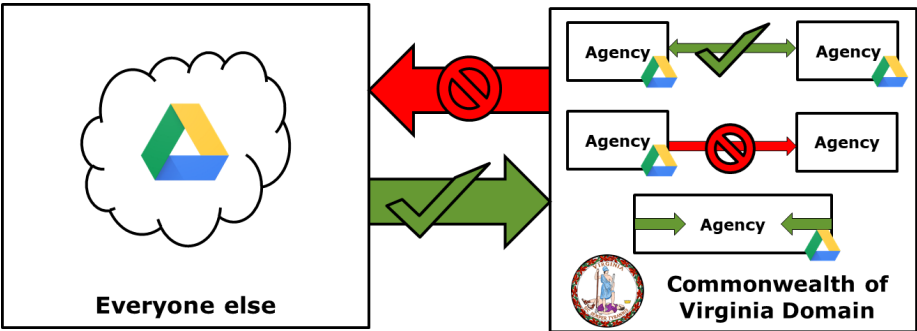
The Google Drive reporting dashboard provides key personnel within agencies that have opted-in to Google Drive to see the number files that are processed by the drive remediation script (DRS) solution which enforces sharing to specific people only, and removes domain wide sharing.

For more information, visit: <http://messaging.vita.virginia.gov/home/google-drive/dashboard-faqs>

Sharing policies

Documents can be shared freely within the COV domain **ONLY**. Entities outside of the COV domain can share with users within the COV domain.

To share a document, document owners must add people directly to the document and select their permission level (edit, comment, view).



Link sharing

☐ On - Commonwealth of Virginia
Anyone at Commonwealth of Virginia can find and access.

☐ On - Anyone at Commonwealth of Virginia with the link
Anyone at Commonwealth of Virginia who has the link can access.

☒ Off - Specific people
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

On—Commonwealth of Virginia and **On—Anyone at Commonwealth of Virginia with the link** are disabled. HOWEVER, users will still be able to select them. If either of these selections are saved, these selections will be undone by the DRS solution and will revert back to **Off—Specific people**.

To share a document, document owners must add people directly to the document and select their permission level (edit, comment, view).

Functionality

Google Drive functionality	Basic mail-box	Business mailbox	Enterprise mailbox
Get as much cloud storage as you need	30 GB	Unlimited	Unlimited
Search like you talk with Natural Language Processing	X	X	X
Save time finding your work with Quick Access in Drive	X	X	X
Share files quickly & set expiration dates for files shared	X	X	X
Information rights management on Drive files	X	X	X
Access all your Drive files directly from you MAC or PC	X	X	X
Make files available offline	X	X	X
File versioning	X	X	X
Drive app for iOS & Android	X	X	X
Security by design			
Data encryption at rest and in transit	X	X	X
Simple sharing controls	X	X	X
Robust audit logs to analyze usage		X	X
eDiscovery on Drive files		X	X
Built for teams		X	X

Permissions

Collaboration permissions	Delete files and folders	Add & remove files and folders	Share or un-share files and folders	Edit files	Comment or suggest edits in files	View files and folders
Is owner	X	X	X	X	X	X
Can edit	X	X	X	X	X	X
Can comment					X	X
Can view						X